



Purchasing Department

P O Box 1952
Longview, Texas 75606
Voice Number 903-237-1000
Fax Number 903 291-5323

Subject: New Procedures - EFT for Vendor Payments

In an effort to reduce costs and better serve our customers, the City of Longview is requiring all new vendors to receive payment electronically. The process replaces a mailed check with a direct deposit into a bank account of your choice. To our customer, Electronic Funds Transfer (EFT) means receipt of payments earlier than through the regular mail, reduced risk of check fraud or theft, and elimination of handling and depositing checks. These funds will be available in your account Friday at 8:00 am on the week that the checks are processed for payment. For most customers, this means funds will be available for use at least two days earlier than receiving your payment in the mail. The City currently processes checks on a biweekly basis.

Attached is a form to complete and sign to implement the process of having your payments from the City by Electronic Funds Transfer (EFT). A trial notification will be done to ensure the accuracy of your account information and this will take two weeks before the payments can be deposited into the account. The trial notification will be done at a \$0.00 amount. If the trial notification is successful, your following payments will be deposited electronically.

The deposit will be identified on your bank statement as an "AP Payment City of Longview". Should you need assistance identifying paid invoices Accounts Payables staff will be happy to assist you.

Please also submit a most recent IRS Form W-9 so that we have the correct Tax Identification Number on file.

We are soliciting your support in this endeavor and expect it will add to the efficiency of your company and ours. Please feel free to contact one of us if you have any questions or problems.

**We also would like to note, that it is the vendors responsibility if your account changes that you would notify us of that change to ensure that we send the funds to the proper account.*

Jaye Latch

903 237-1324 jlatch@longviewtexas.gov

Karrie Rodgers

903 237-1322 kr Rodgers@longviewtexas.gov



EFT Credit Authorization

Return completed form and W-9 to: City of Longview
Purchasing Division
PO Box 1952
Longview, TX 75606
FAX 903-291-5323 or purchasing@longviewtexas.gov

Financial Institution Information: (Type or Print Carefully)

Name on Bank Account: _____
(for example; Acme Company)

Bank's Name: _____

Bank's Address: _____

Bank's PO Box: _____

Bank's City, State, Zip: _____

Bank's Telephone Number: () - _____

Bank Account #: _____

Nine Digit Trans/Routing #: _ _ _ _ _

Account Type (Check One): ☐ **Checking** ☐ **Savings**
(Please attach a void check)

Payee/Company Information: (Type or Print Neatly)

I authorize the City of Longview to initiate credit entries to the account specified in accordance with applicable rules related to corporate payment entries of the National Automated Clearing House Association (NACHA) and its related member associations. This authorization is to remain in full force and affect until either party has given (30) days written notice to the other party.

Name & Title (Print): _____
(of person completing form)

Signature: _____

Company Name: _____

Tax ID Number: _____
(send W-9 with this form)

Remit to Address: _____

Company Address: _____
(include city, state, zip)

Company Phone: () - _____ Company Fax: () - _____

Company Email Address: _____
(of company or person to receive deposit notification)

CITY USE ONLY:

Vendor#: _____	Vendor Name: _____
Per-notification Date: _____	Active Date: _____ W-9: Yes or No